







# CITY OF FERNDALÉ

## **SPECIAL EVENTS POLICY**

### **GUIDEBOOK**

Ferndale is a welcoming community that allows several special events each year - from food festivals and parades, art fairs and other family events.

As Ferndale continues to embrace outside events, our primary goal is to regulate the use of public roadways, parks and public resources in order that they may be reasonably accessed and enjoyed by the public and not be usurped by commercial or special interest groups to the exclusion of the public, while preserving the health, safety and welfare of the public.

The special event facilitator oversees the permitting for temporary events and festivals in the City of Ferndale, along with the Special Event Committee (aka SEC).

SEC is an interdepartmental team consisting of representatives from multiple city departments including Code Enforcement, Fire, Police, Public Works, Sustainability, Downtown Development Authority, Parking, and a local resident.

The Special Events Policy Guidebook assists event planners, and their staffing members, through the city permitting process by providing requirements and guidelines necessary to produce a special event in the City of Ferndale.

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## Special Event Permitting Process

The Special Event Permitting Process has been established to create a streamlined approach to the planning, review, and on-site management of events in the City of Ferndale. It is managed by the special events facilitator.

### Application Submission

The process begins with reading the Special Events Policy Guidebook to understand the event producer's obligation prior to submitting a [Special Events Application](#). The submittal of a Special Event Application does not imply approval.

Basic Requirements Include:

- Name, Date, Time, and Type of event
- Contact Information (Applicant, Event Planner)
- Logistics (Event Timeline for Set Up, Breakdown, Entertainment, etc.)
- Special Requests (Roadway Closure, Parking Lot Use, etc.)
- Food and Beverage Requirements (Health and Safety, Event Liquor License, etc.)
- Public Safety Plan (Police, Fire and Code Enforcement)
- Sustainability Plan (Trash, Recycling, Food Waste)
- Insurance Liability Coverage

### City Logo Use and Event Advertising

The Ferndale logo is a registered trademark of the City of Ferndale. Use of the City's logo, or any derivative, is prohibited without review and approval by the City. First time special event applications are discouraged from advanced promotion and/or advertising until permit approval has been granted by City Council.

### Special Events Committee (aka 'SEC')

Applicants must meet with the special events facilitator to review the submitted application. During the review process, the facilitator may suggest changes to minimize the impact on public property and resources and prepare an estimated cost. The applicant is required to attend a scheduled meeting of the SEC for further review. Applications supported by the SEC are sent to the City Manager's Office and/or City Council for approval of a special event permit based on the committee's recommendations.

Applicants must request any necessary waivers of requirements under this policy no later than the final scheduled meeting of the SEC, prior to the SEC's final recommendation. The SEC can recommend approval or denial of requested waivers in its final recommendation.

The SEC will consider the following when reviewing event applications:

- Scope of Event and Site Plan
- Public Safety and Code Enforcement
- Impact to surrounding residential neighborhood & businesses
- Parking and Transportation
- Traffic and Waste Management

## Applicant Responsibilities

The applicant is legally responsible for all permitting fees, requirements and ordinance violations. The applicant shall secure all necessary permits from city departments and local agencies to host a special event. A Special Events Application is required for all special events and provides references to the applicant for outside organizations that will require additional information and/or permits.

Special Events shall be categorized by hazard level, based on details of a submitted special event application:

- **Low Hazard Class I:** Meetings, seminars, social gatherings and auctions.
- **Moderate Hazard Class II:** Dances, flea markets, picnics, parade without floats.
- **High Hazard Class III:** Parades with floats, marathons, circuses, and carnivals.
- **Severe Hazard Class IV:** Concerts, alcohol sales, fireworks, and festivals.

## Vendor Responsibilities

Event planners are responsible for providing all participating vendors with the following information related to the special event.

- Load-in and load-out procedures and schedules.
- Fire Code Safety and Inspection requirements.
- Valid Liability Insurance Coverage, if required.
- Oakland County Health Division Inspection, if required.
- Vendors must have all required valid permits visibly posted, if any.
- Sustainability Policy and inspection (compostable material use, trash, recycling and food waste)

## Event Recovery Requirements

Event planners and vendors must return the event area to a condition equal to or better than the condition prior to the onset of the special event. Event footprint and surrounding areas not returned to original condition, may result in the City providing the services and billing the event at full cost recovery rates for clean-up and/or repair.

## Cancellations

A notice of cancellation must be made in writing to the Director of Special Events. Cancellations received 30 days prior to an event date are subject to a refund, excluding application fees or other costs incurred by the City. Cancellations received less than 14 days prior to an event date are non-refundable, excluding security deposit.

The City and its public safety departments have the authority to cancel an event due to adverse weather conditions, acts of God, public health, or safety and security alerts/threats.

## Code of Conduct

To maintain professional experience at any special event, it's important to abide by several codes of conduct as an event organizer to ensure professional, organized and unique experience for event attendees.

The following Code of Conduct is intended to establish and describe the ideal professional conduct of event producers, along with event staff, volunteers and third-party affiliates (vendors and service providers).

## Expected Behavior

- Exercise ethical duty of good judgment and polite behavior.
- Provide a safe working environment.
- Safeguard the public's interest in matters of safety, health and the environment.
- Carry out professional integrity, honesty and diligence.
- Respect all public and private property rights, state and local laws, city code and policies.

## Unacceptable Behavior

- No person or persons shall discriminate against any person or persons within the City regarding employment, housing, accommodations and public services on the basis of that person's race, color, religion, gender, age, height or weight, marital status, sexual orientation, familial status, national origin, or physical or mental disability.
- Conducting oneself in a manner endangering the health or safety of another person.
- Exhibiting disorderly conduct, including but not limited to, abuse of controlled substances or public drunkenness.
- Defacing property.
- Failing to abide by the policies contained in the City Ferndale's Special Event Policy booklet.

## Special Event Committee Meetings

Special Event Committee (SEC) conducts meetings to discuss event proposals between the applicant, city departments, and, on occasion, other agencies. SEC meetings are held in Council Chambers at Ferndale City Hall (300 E 9 Mile Rd. Ferndale, MI) to review proposed events and to discuss the permitting process and event requirements.

## Special Event Committee Meeting Requirement

Applicants must be ready to discuss and provide information on the following information:

- Type of event
- Location (route and/or site plan set up)
- Anticipated number of attendees
- Event Layout Plan (tents, stage and structure locations and dimensions)
- Food Service (Fire Code compliant)
- Sustainability (waste management plan)
- Traffic Control Plan (vendor set-up/breakdown & spectator flow)
- Parking Plan
- Safety & Security Plan (ADA, fire lanes, medical & public safety)
- Event Liquor License Request
- Additional required permits and approvals

## Debrief Meeting Requirements

If required, event planners are to attend a debrief meeting with the SEC within 7 business days after the completion of an event to evaluate the event's overall performance.

The purpose of debriefing an event simply means asking a series of targeted questions in case of possible issues to determine where improvement is necessary and how best to resolve for possible future event planning.

## Special Event Committee Representatives

The following city departments, and one local resident, represent the Special Event Committee.

Code Enforcement 248-546-2525 Ext # 110

Director of Special Events 248-546-2361

Downtown Development Authority (DDA) 248-546-1632

Fire Department 248-546-2525 Ext # 308

Parking Enforcement 248-546-2525 Ext # 125

Parks & Recreation 248-544-6767

Police Department 248-541-3650

Public Works (DPW) 248-546-2525 Ext # 605

Zero Waste Manager 248-546-2525 Ext # 140

## Application Timeline

Applicants must submit their application at least 90 days (3 months) prior to the event date. In addition, applicants must submit. The following timetable provides required submission of primary documents and deadlines in the special event permitting process, other documents may apply as determined by the Special Events Committee.

**NOTICE:** Acceptance of an application and the start of the permit process does not imply a complete application or permit approved.

### 90 DAYS PRIOR TO EVENT

- Contact Director of Special Events at 248-546-2361.
- Submit a completed SEC Application
- Provide information of the proposed event area
- Provide a timeline schedule of the proposed event
- Sign agreement acknowledging all conditions by Council & Indemnification Forms

### 60 TO 75 DAYS PRIOR TO EVENT

- Meet with Special Event Committee for review and consideration of proposed event.

If supported by the Special Events Committee, request approval of a Special Event Permit by City Manager and/or Council based on the proposed application details.

### 14 DAYS PRIOR TO EVENT

- SEC Walk-thru with event organizers, 14 business days prior to the first day of an event.

If a revised route is necessary, due to sufficient disapproval or a request by event management, a revised event map must be submitted to the special events facilitator for Special Events Committee approval consideration.

### 7 DAYS BEFORE EVENT

- Certificate of Liability Insurance (COI) to be received 7 business days prior to the first day of an event.
- Payment of Refundable Security Deposit, if required

### DAY OF EVENT

In order to immediately address any issues or changes that may arise during the course of an event, organizers are responsible for:

- Providing a cell phone number upon which city staff may contact the organizers
- Being available on-site or always providing designated contact during the event.

### 7 DAYS AFTER EVENT

A debrief meeting may be required with the Special Events Committee. If necessary, no later than 7 business days will be required after an event.

### 30 DAYS INVOICE PAYMENT

Event to make full payment of final billing for city staff, services and other fees.

## City Services

The City provides services for special events on public property for privately operated events with the requirement to reimburse the City for any cost for city services, staff time, and equipment use, etc.

## Event Layout Diagram

Detailed site plans are required for your application submission outlining the placement and configuration of all elements for the review by the SEC. Site plans are to be a clear diagram of the event layout.

The following is a list of minimum requirements:

- Identify the location of all structures, fire lanes, roadways, parking lots and alleys.
- Any fencing must indicate the location of entrances and exits.
- Tents, portable toilets and other structures with dimensions.
- Food trucks, trailers and merchandise vendors.
- Stage locations with dimensions.
- All event areas must include a designated EMS/Fire lane for public safety vehicle access, approved by Fire Marshal.
- Any other specific details of the layout for the event.

## Event Set-Up and Breakdown Requirements

Special events may set up tents, tables, portable toilets, staging and all other structures according to the agreed upon Special Event Permit Action Plan, approved by the City, and agree to the following:

- Provide a vendor set-up and breakdown schedule inclusive of approved personal vehicle entry and exit periods.
- For safety purposes, no personal vehicles are to enter the event area until set-up has been completed.
- During the duration of an event, no personal vehicles may enter or exit without the approval of Ferndale public safety personnel.

## Insurance Coverage

Applicants are required to provide the City with insurance for their event. The applicant shall provide the City with a Certificate of Insurance annually with the following:

- Naming the City of Ferndale, 300 East Nine Mile Rd, Ferndale, MI 48220 as an additional insured.
- That obligates the insurance company to notify the City of Ferndale of any non-renewal, cancellations or material changes at least thirty (30) days prior to change or cancellation.

Commercial General Liability policy with a \$1,000,000 per occurrence for coverage of low level and moderate events, and \$2,000,000 per occurrence for coverage for high, and severe level events.

The applicant is to maintain coverage for the duration of the special event permit.

## Parades or Run/Walk Requirements

The City requires a notification to all affected residents and businesses of all roadway closures caused by a planned parade or run/walk. To comply, the event may select one of the following distribution options:

Option 1: Petition by acquiring a 51% majority of signatures along the parade or run/walk route, including tenants of a large complex.

Option 2: City Notification Service with cost of postage, collateral materials and staff time reimbursed by Event.

No less than 7 days, or no earlier than 30 days prior to the event date of the parade or run/walk, the event shall provide a 'Public Notice: Special Event Road Closure' notification to include Name of Event, Name of Organization, Event date/time, list of roadway closures, contact information for the City to post publicly.

## Run/Walk: Accident Waiver Liability Release Form

An Accident Waiver Liability Release Form must be signed by all participating runners for liability purposes. While you may integrate an event logo and company/organization name, the documents language may not be altered whatsoever.

## Parking Accommodations

Events must ensure ample parking is provided for the number of event participants expected. Parking options should also be properly advertised to event attendees.

The purchase of temporary parking permits in downtown Ferndale shall depend on the event's estimated audience and proposal. To apply, please [click here](#) to complete and return for review and consideration. All applications must be received no less than 14 business days prior to the date of the event.

## Parking Lot Rental

ParkFerndale is the department responsible for all public parking lots and spaces and provides an overview and understanding of the City's parking services and enforcement.

Applicants requesting the use of any municipal parking lot or spaces may be charged a fee according to the City Fee Schedule, approved by the City Council annually.

## City Park Rental

The Ferndale Parks & Recreation Department (FPR) is responsible for all city parks. Applicants must contact FPR for details related to rental services, fees and availability.

Any park event exceeding 100 participants is required to follow the special event permitting process, including a review by the Special Event Committee.

## Communications

Certain event information will be posted to the City's events webpage for the public, including:

- Website
- Location, dates and times
- Alternative routes for traffic
- Parking and transportation options
- Contact information

Applicants must provide proper staff communications with public safety departments through use of wireless communication, two-way radios, or other communication systems.

The Ferndale DDA offers events a cost-effective, high-impact, community-based tool for engaging the public, promoting events, raising awareness and communicating key messages. Please call 248-546-1632 for more details.

## Event Liquor License and Legal Liability Insurance

If the event intends to serve or sell alcoholic beverages, the applicant must receive support from the SEC, followed by approval of the City Council and the Michigan Liquor Control Commission (MLCC). An approved special event must also submit a Certificate of Insurance providing liquor legal liability insurance policy or properly endorsed general liability policy.

If the special event intends to hire a third-party vendor to serve and/or sell alcoholic beverages, rather than providing the alcohol themselves, they must submit a Certificate of Insurance from the vendor providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy.

In either case, the minimum acceptable limit of liability per claim and aggregate is \$2,000,000. This requirement applies to the business or group which serves or sells the alcohol.

The firm which is required to supply the liquor legal liability policy must list City of Ferndale as additional insured on the policy providing the liquor legal liability insurance.

## Michigan Liquor Control Commission (MLCC)

Applicants must follow all MLCC requirements to apply for a [MLCC Temporary Service License](#).

If alcoholic beverages are to be sold and a temporary permit has been obtained from MLCC, city-approved fencing must be installed and remain secured for the duration of the event except for designated entrances and exits.

The exact location and number of entrances/exits shall depend upon the size of the enclosed area as directed by Ferndale public safety designee. The serving area must be positioned to not interfere with or impede the entrance or exit of pedestrian traffic enclosures.

## PATIO Zone (Pay And Take It Outside)

If a special event is granted a permit that includes an Event Liquor License Agreement that is within the City's Social District (aka 'Patio Zone'), the designated area of an event liquor license must be supported by the SEC and approved by City Council.

No Patio Zone beverage may be transported inside a designated event liquor licensed area, nor shall an alcoholic beverage from an event liquor licensed area be transported onto the Patio Zone.

Patio Zone cups must prominently display the name of the local social district licensee where sold and not to exceed 16 ounces in liquid capacity.

## Fencing

If required, fencing must be secure and able to withstand foreseeable weather hazards. The location of the fencing, and the number of entrances and exits, shall be determined by Ferndale public safety official.

## Food Service Participation Requirements

The SEC shall conduct a review of all food service providers, including mobile food trucks and trailers, to communicate the terms and conditions of the City's Sustainability, Fire Code Safety and Oakland County Health Dept. requirements.

Event planners must provide the SEC with a list of all proposed food service providers no less than 4 weeks prior to the first day of a special event to conduct the review and approval process. Any food service provider that is not in compliance with the City's Sustainability Policy, Ferndale Fire Dept. Inspection or Oakland County Health Dept. may be denied participation.

The SEC requires the following information for each proposed food service providers:

- Business Name
- Contact Person, Phone Number and Email Address
- Description of Food Service

## Temporary Food Service Permit

If offering food and beverages for public consumption, event planners must obtain a [Temporary Food Service Permit](#) from the Oakland County Health Department at least 10 days prior to the first day of an event. For further details, call 248-424-7191.

## Fire Safety Rules

The Ferndale Fire Department has the authority to determine the minimum number of fire personnel to staff an event and to determine an emergency medical and safety plan for the size and type of an event in accordance with the Fire Code Safety Rules.

## Medical

If any medical assets are required, the assets shall be based on the event's 'hazard class level' and size of event.

- 9-1-1 Access - Event staff must have the capability to directly notify 9-1-1 via telephone in the event of any medical emergency.
- First Aid station - The Ferndale Fire Department has the authority to request a First Aid Station within the event area.

## Mobile Food Services

All mobile food services using fuel-fired cooking equipment must be inspected and licensed in advance with the Ferndale Fire Department. To make an appointment, please call: 248-546-2525 ext. 308.

Mobile food services must be licensed with Oakland County to operate a [Special Transitory Food Unit \(STFU\)](#).

## Food Service Cooking Equipment

All food vendors with outside cooking equipment (grills, fryers or other cooking device) must abide by the following:

- 5 ft. clearance from other combustibles.
- 10 ft. clearance from any permanent structure.
- All solid fuel appliances should have a cover (Ex. grills & pits).
- Place tar paper under all grills, fryers or other cooking devices, plus 3 ft. beyond for splattering.
- No cooking is permitted under any tented structures.

The event is responsible for reimbursing the City for any cost to clean areas identified as requiring clean-up after the completion of the event.

## Propane

Propane tanks must be placed securely at the rear of the tent for emergency access. Propane tanks must have Liquefied Petroleum Gas (LPG) stamped on their hoses. Spare propane tanks are not allowed in tents or designated areas for spare and empty propane tanks must be established.

## Tents, Canopies and Other Structures

Oversized tents (over 10'x20') and other structures may require a permit for the general protection of the public within the area of a special event. [Temporary Structure Application](#).

- The location of tents and other structures must be reviewed and approved by the Fire Marshal and Code Enforcement.
- Grouped (side-by-side) tents may not exceed 700 sq. ft.
- The number of entrance/exits of an oversized tent/canopy shall be in compliance with the Fire Code Safety Rules.

## Vertical Clearance

An unobstructed vertical clearance of not less than 13 ft. 6 in. must be maintained on all overhead obstructions above any fire lanes at all times. This includes any obstructions positioned over roadways including but not limited to event starting lines, overhead banners, or event entry structural support systems.

## Lighting Installations

- Electrical lamps and lighting equipment must be kept away from combustible equipment.
- All lamps must be protected from accidental contact or breakage by means of a suitable fixture type or lamp holder with guard.
- Egress lighting must not be protected by a GFCI.
- Required egress lighting and exit signs must not be on the same circuit as general use receptacles or decorative lighting.

## Flame Effect & Open Flame Performances

A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. (Examples: burning torches, flaming batons or hoops, flame acts, fire walking, flaming sword dancers or open flames in assembly occupancies.)

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Ferndale Fire Department in compliance with the current fire code adopted by the City of Ferndale.

Requests for flame-effect, open-flame performances, fireworks, etc. must be submitted 4 weeks prior to a scheduled special event for review and approval of the Ferndale Fire Marshal without exception.

## Fire Lanes and Hydrants

Emergency vehicle lanes shall have an unobstructed width of no less than 20 ft. for aerial apparatus deployment to achieve control and/or extinguishment of a fire and turning radius adequate for maneuvering fire trucks and other emergency service vehicles.

All fire hydrants, including wall hydrants, must have a minimum 10 ft. clearance from tents, canopies and other temporary structures.

## Pedestrian Safety Path

For trip-hazard prevention, a pedestrian safety path shall be a minimum of 5 ft. from any raised elevation (such as curbs) from tents or structures.

The Ferndale Fire Department shall have the authority to require measured adjustment in access widths when necessary to meet public safety objectives.

## Inflatable Structures

All inflatable structures require City Inspection by Ferndale Code Enforcement. Applicants must provide dimensions and specifications for erection at the time of the Special Events Committee.

## Public Sidewalks

No displays, tents, tables or any other equipment shall be placed on the public sidewalk without the written approval of the SEC. Merchants with licensed business address, and compliant with the ADA requirements, may utilize 5 ft. of business storefront without a fee during a special event. Subletting space or obstructing any other section of the sidewalk is prohibited.

## Public Safety and Security

### Security

Special Events must provide a safe and secure environment for the event. This is accomplished through detailed pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems.

The Ferndale Police Department has the authority to determine the number of officers, licensed private security guards, and volunteers to staff any proposed event.

### Public Safety Stations

The City's public safety departments may determine an emergency medical and safety plan to ensure the minimum standards for the size and type of each event.

All events must provide space within the event area for public safety tents and/or vehicles with the location of spaces pre-approved by the City's public safety departments at no cost to the City.

### Private Security Requirements

Special Events may choose to hire a professional security company licensed by the State of Michigan to help to develop and manage an appropriate security plan. A representative of this company should work closely with the applicant to review and analyze the proposed event.

Should a special event use private security, it is critical that the applicant coordinates areas of responsibility with Ferndale Police Department prior to the start of the event.

It is required that the applicant maintain written verification that the private security company will provide service at the event and has all required licenses and authorization to operate in the State of Michigan and the Ferndale Police Department. Private security officers have no police authority.

## Use of Volunteers

As part of your event security plan, Ferndale Police Department may allow the applicant to use volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate, Ferndale Police Department maintains the right to shut down any or all components of the event and/or to provide additional department staff that will be billed directly to the applicant.

## Americans with Disabilities Act (ADA) Regulations

ADA regulations were put in place to ensure accessibility for people with disabilities. When planning your event, you'll have to keep accessibility in mind. By law, all public special events must comply with the ADA regulations.

Portable restrooms must provide one wheelchair accessible portable restroom for every 10 regular portable restrooms required. Portable restrooms must be placed near accessible ramp locations.

## Pre-Event Safety Meeting

Prior to the event start time, the Ferndale Police and/or Fire Department(s) may request an informational briefing with the event planner to detail all procedures described in the public safety, as well as encourage vigilance for matters related to safety. It should explain the communications plan and point out the various medical resources available and their location(s) throughout the venue.

## Extreme Weather Conditions

Depending on the time of year you are holding an event, it's important to plan for different types of extreme weather. In this section, please indicate your contingency plan should an extreme weather event occur. For example, during a tornado watch or warning, the City's public safety personnel will direct participants to points of shelter. In planning for weather, an Evacuation Route and how it is communicated shall be determined by the City's public safety departments.

The City and its public safety departments have the authority to cancel an event due to adverse weather conditions, acts of God, public health, safety and security alerts or threats.

## Drones

To utilize drones at a special event, pilots must have proof of a Federal Aviation Administration (FAA) Remote Pilot Certificate and valid insurance coverage (property damage and personal injury) in case of accidents.

Pilots must comply with all applicable laws regarding the safe operation of a drone and/or small, unmanned, aircraft system.

Drone and/or small unmanned aircraft system pilot users must provide the Ferndale Police Department a copy of their valid FAA Remote Pilot Certificate prior to operating any drone and/or small unmanned aircraft systems.

## Public Works

### Roadway and Parking Lot Barricades

For the protection and safety of the public, barricades must secure all roadways and parking lots from vehicular traffic to prevent potential hazards.

The Dept of Public Works (DPW) and Police Department have the authority to determine the location and quantity of barricades based on the event size, location, crowd density, and desired level of security to protect critical pedestrian gatherings within an event area.

A mandatory 20' clearance is required between all event structures and roadway barriers.

Events shall be charged for third-party barricade rental use services for enhanced public safety purposes.

### Water Services

Any use of, or access to, public water services by an event must be approved by the Department of Public Works and must meet City of Ferndale codes.

Water Connections:

- All temporary water service connections will need to meet the City of Ferndale's Cross-connections Regulations and the Plumbing Code.
- Any temporary water service connection to a fire hydrant or a vehicle will be metered with an FW-provided and installed water meter and have an FW-approved backflow prevention assembly (BPA) installed by a TCEQ-licensed and FW-registered BPA Tester.

### Electrical Services

If your event includes provisions to supply electrical power via generators, solar systems, or by connecting to existing permanent electrical systems, with electric equipment 25 volts and higher, an electrical permit must be submitted to Ferndale Code Enforcement.

Existing public electrical outlet circuits may not be used without the approval of the DPW, no less than 14 business days prior to the event, for review and consideration. Use of public electrical circuits may be charged use fees by the City.

If using any "tie-ins", "pigtales" or bare wire to connect to a post/wire, the event is required all work completed by a licensed electrician. In some cases, electrical distribution plans and load calculations prepared by a Michigan State licensed master electrical contractor or electrical engineer may be required. The installation of all electrical elements must comply with the requirements of the most recent NFPA 70 National Electrical Code.

### Sustainability: Trash, Recycling & Food Waste

The City of Ferndale recommends food and beverage service providers use certified compostable packaging, materials, and brands made to provide multiple options depending on needs.

The use of certified compostable products, returnable or recyclable products is to reduce landfill waste and to become better environmental stewards.

## Prohibited Food and Beverage Service Items

Food and beverage service providers (aka: vendors) shall NOT use polystyrene / styrofoam, single-use plastic and glass. Vendors are to remove any packaging that they bring onsite that is NOT sustainable packaging and/or service products. [Sustainability: Zero Waste Policy](#)

Single-use plastic and polystyrene (Styrofoam) containers or cups are not permissible.

Event planners are required to notify each food service vendor of the required guidelines for permitted materials, products or packaging, and waste management objectives.

## Level Class IV Waste Management Service Requirements

Large (Class IV) events must use a third-party waste management service to plan and manage on-site landfill trash, recycling, and food waste along with maintenance cleaning service of the event area plus 300 ft. adjacent to the event.

All Class IV events are to use the following:

- Landfill trash, recycling, or organics diversion container bins.
- Bins are to be grouped in common collection areas to ensure access for employees, vendors, volunteers, and attendees.
- Special events shall be charged for third-party waste management services.
- Third-party service providers must be reviewed and approved by the Ferndale Zero Waste Manager.

## Container Maintenance

The City shall determine the required number of landfill trash, recycling, or organics diversion containers. Containers are to be adjacent to one another and identifies by the types of materials collected at landfill trash, recycling, and organics diversion. Clear liners for recycling, black liners for landfill trash, and green lines for organics.

The location of all bins, containers, and dumpsters shall be determined by the City.

## Portable Toilets & Hand Sanitation

Applicants will provide portable toilets to accommodate the public. The service contract must include portable toilet cleaning daily. Portable toilets must be removed by the time the organizer's contract expires.

- Hand-sanitation dispensers must be provided with all portable toilet installations.
- DAILY cleaning servicing of toilets is mandatory.
- Toilet paper and hand sanitizer must always be available during event hours.
- The City reserves the right to request and approve adjustments to portable toilet services depending on event size, scope, and details.
- Abide by ADA Standards for accessible routes, entry and exit as well as stable grounds. In addition, the greater of 20% (1:5 ratio) of portable toilets, and at any time no less than 1 ADA accessible rated portable toilet must be on site.

## Overhang Banner Policy

All event banners specifically produced for installation and display across Nine Mile Road must use a durable mesh 9 oz. vinyl-coated scrim material fabric to allow air to flow freely in an environment where unpredictable high wind gust and to reduce billowing noises and costly cable breakage caused by extreme weather conditions.

Please adhere to the following specifications:

- Mandatory Height (exact) Requirement: 3 ft.
- Mandatory Width (exact) Requirement: 35 ft.
- #2 Grommet eyelets, installed every 2 ft., top and bottom.
- D-rings with nylon webbing installed at all four corners for durability.
- Nylon webbing in the surrounding hem for added support.
- All four corners must be double stitched for durability.
- Solid vinyl banner material is prohibited.
- All event banners must be manufactured according to the above specifications.

The City is not responsible for the “wear and tear” of any banner due to the act of Nature. If an event banner is removed by the City due to damage, the special event shall reimburse the City staff time for removal and re-installation. The City may refuse the installation of any event banner manufactured incorrectly.

## Signage and Banners

For banner installations, please refer to the [Sign Regulation Ordinance, Sec. 6-258](#) for provisions and requirements. [Sign Permit Application](#).

## Lighting Installations

- Electrical lamps and lighting equipment must be kept away from combustible equipment.
- All lamps must be protected from accidental contact or breakage by means of a suitable fixture type or lamp holder with guard.
- Egress lighting must not be protected by a GFCI.
- Required egress lighting and exit signs must not be on the same circuit as general use receptacles or decorative lighting.

## Bike Parking Station

A bicycle parking station (designated area) is to be available for event attendees at Hazard Class Level III & IV events. The amount of bike parking will be determined through the planning process.

## Policy Enforcement and Municipal Code

### Policy Enforcement

The Special Events Policy will be enforced by the City.

Any special event, applicant, event planner, or participating vendor or service provider, that is found in violation of the City of Ferndale Municipal Code may be subject to penalties or fines of up to \$500 and/or up to ninety (90) days in jail depending on the particular violation. [Ord. 1194, Part I, Sec. 16-12 \(m\)](#).

### Applicable Codes and Regulations

The City of Ferndale Municipal Code governs the approval, review, and enforcement of Special Events.

The Special Event Policy rules and regulations must be strictly adhered to, and all pertinent City Ordinances shall be enforced. Violation or disregard of the Special Event Policy or city ordinance may result in the following consequences: in-eligibility to apply for future special event, fine, arrest or legal action, and forfeiture of deposit fee. The sections of the City of Ferndale Municipal Code is available [here](#).

### Noise Ordinance: Amplified Sound

The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating people around the event. Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of your approval or closure of the event if appropriate adjustments are not made.

Sound amplification shall be limited to 9:00 pm on Sundays.

Any modifications shall be approved by City Council and enforced by the Ferndale Police Department.

As prescribed in the City's [Code of Ordinances Article 6:Sec 2-102](#): to operate sound equipment that is audible to the public, you must abide by the temporary sound level limit modifications for A-weighted Sound Level Limit, dB(A) at "95" and the C-weighted Sound Level Limit, dB(C) at "95".

## City Services and Fees

All non-City sponsored events are required to make full payment of all city staff fees and services, including overtime costs. Use of any public facility or property may require waste management and other third-party services at the expense of the special event. An estimated cost for city staff and service fees shall be provided to applicants during the review process with the SEC.

### Invoicing

Special events shall be invoiced for the assessed fees according to the City Fee Schedule (see page 22), as approved by the City Council annually.

All city service, equipment usage, city staff fees, etc. shall be invoiced after the completion of an event with Net 30 Days for full payment. Failure to pay within the 30-day period may result in the denial of future application consideration.

All Special Event Application fees are to be paid in advance to begin the review process.

### Deposit Fee

A 10% monetary deposit may be required to guarantee the performance of all required conditions, clean-up and repair of any City property or facilities damaged caused by the event.

The deposit fee shall be 10% of the total estimated cost for city service and staff as approved by the SEC.

All or a portion of the deposit may be refunded upon post event inspection or sign-off by the Special Event Committee. Events will be billed for the costs to repair or replace any City property damaged caused by the event if the damage exceeds the deposit provided.

### Deposit Refund

Deposits are refunded after the event has been inspected. Full or partial deposit refund payment from the City shall be within 30-45 days after the event. If the deposit does not cover the cost of damage, an invoice will be issued for any remaining balance.

Failure to pay additional costs within a 30-day period may result in the denial of future application consideration and possible referral of an account for legal collection.

### Exemptions

Special events conducted solely by the City of Ferndale, Oakland County, State of Michigan, federal government, Ferndale School District or the Hazel Park School District shall be exempt from the permit fee requirements of this section.

## City Fee Schedule

### Application Fees

Hazard Class I – No charge (meetings, social gatherings)

Hazard Class II – \$25 Under 100 (dances, flea markets, picnics)

Hazard Class III – \$200: Under 500 attendees (parades, 5k Run/Walks)

Hazard Class IV – \$400: 500 or more attendees (concerts, alcohol sales, festivals)

### License and Permit Fees

Event Liquor License Fee	\$75
Class III Barricade Use Fee	\$100 ea.
Meriden Barrier Use Fee	\$200 ea.
Dumpster Placement Fee	\$175 each, or Actual Cost (whichever is greater)
License Agreement Fee	\$1.00
Inflatable Permit, Per Inflatable	\$35
Police Auxiliary Coordinator Fee	\$100
Signage Permit	\$35
Site Plan Review	\$50
Tent Permit (over 10'x20')	\$35
Overhang Banner Install Fee	\$100
Utility Use Fee (Water/Electrical)	Actual Cost
City Staff & Services	Actual Cost
Incidental Cost	Actual Cost (postage, notifications, printing, etc.)
Third Party Services	Actual Cost of Service
Penalty Fee	\$500 (per incident)

### Parking Lot Use Fees (excluding Sunday's and observed holidays)

City Fee Schedule, approved by City Council

*The above fees are subject to change without notice.*

*All city fees are based on the approval of City Council annually.*

## Resources

City Ordinance: Noise/Amplified Sound

[https://ferndale.municipalcodeonline.com/book?type=ordinances#name=ARTICLE\\_2-VI\\_NOISE](https://ferndale.municipalcodeonline.com/book?type=ordinances#name=ARTICLE_2-VI_NOISE)

MLCC Temporary Authorization Application

[https://www.michigan.gov/search#g=Temporary%20Authorization%20Application&f-miweb\\_site\\_agency\\_name=Department%20of%20Licensing%20and%20Regulatory%20Affairs](https://www.michigan.gov/search#g=Temporary%20Authorization%20Application&f-miweb_site_agency_name=Department%20of%20Licensing%20and%20Regulatory%20Affairs)

MLCC Temporary Authorization Application for a Non-Profit Organization

<https://www.michigan.gov/lara/bureau-list/lcc/faq/special-licenses>

Metered Parking Reservations Application

[https://ferndalemi.seamlessdocs.com/f/MeteredLeaseApp\\_2023](https://ferndalemi.seamlessdocs.com/f/MeteredLeaseApp_2023)

Municipal Code of Ordinances: Use Of Public Property For Special Events

[https://ferndale.municipalcodeonline.com/book?type=ordinances#name=Sec\\_16-12\\_Use\\_Of\\_Public\\_Property\\_For\\_Special\\_Events](https://ferndale.municipalcodeonline.com/book?type=ordinances#name=Sec_16-12_Use_Of_Public_Property_For_Special_Events)

Municipal Code of Ordinances: Unlawful Interference in a Special Event

[https://ferndale.municipalcodeonline.com/book?type=ordinances#name=Sec\\_16-13\\_Unlawful\\_Interference\\_In\\_A\\_Special\\_Event](https://ferndale.municipalcodeonline.com/book?type=ordinances#name=Sec_16-13_Unlawful_Interference_In_A_Special_Event)

Oakland County Health Division: Temporary Food Event Coordinator Application, STFU and fees

<https://www.oakgov.com/community/health/public-health-services/environmental-health/food-safety>

Sign Ordinance

[https://ferndale.municipalcodeonline.com/book?type=ordinances#name=Sec\\_6-258\\_Intent](https://ferndale.municipalcodeonline.com/book?type=ordinances#name=Sec_6-258_Intent)

Signage Permit Application

<https://ferndalemi.seamlessdocs.com/f/x32rx8dly2mo>

Special Event Application - 2025

[https://ferndalemi.seamlessdocs.com/f/Special\\_Event\\_Application\\_2025](https://ferndalemi.seamlessdocs.com/f/Special_Event_Application_2025)

Sustainability: Zero Waste Policy

[https://ferndalemi.seamlessdocs.com/f/SE\\_Sustainability\\_Policy](https://ferndalemi.seamlessdocs.com/f/SE_Sustainability_Policy)

Temporary Structure Application

<https://ferndalemi.seamlessdocs.com/f/TemporaryStructureApplication>